

# Media Advisory

*Secretary of State*  
State of Louisiana



*Al Ater*  
Secretary of State

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**P.O. BOX 94125  
BATON ROUGE, LA 70804-9125  
EMAIL:  
JENNIFER.MARUSAK@SOS.LOUISIANA.GOV**

**JENNIFER MARUSAK  
CONFIDENTIAL ASSISTANT  
TEL: (225) 342-4479**

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## **SECRETARY OF STATE'S COMMERCIAL DIVISION PROCESSING DOCUMENTS, AWAITING RELOCATION ADDRESSES**

Baton Rouge – Secretary of State Al Ater announces that the Department of State's Commercial Division is processing all mail received by the office and adding all filings which are in order to the Secretary of State's database at [www.sos.louisiana.gov/crpinq.htm](http://www.sos.louisiana.gov/crpinq.htm). The Commercial Division will hold all certificates and documents which would otherwise be mailed to disaster stricken areas until a notice of a new mailing address is mailed or faxed to the Secretary of State's Office. The fax number is (225) 925-4410, and the mailing address for the Commercial Division is P.O. Box 94125, Baton Rouge, La. 70804-9125, and the physical address is 8549 United Plaza Blvd., Baton Rouge, La., 70809. Once officially notified, the office will give businesses a temporary mailing address free of charge until they are able to return to their offices and notify the Commercial Division of business resuming at their original location.

"We are working to accommodate our business community and doing everything we can to make sure they can easily relocate within the state for long as necessary," Ater said. "We know how important it is to help facilitate all economic development during this critical time."

Commercial Division Director Helen Cumbo asks that all registered agents file a notice of change on each business they represent so proper service can be made. Appropriate forms are available on the Secretary of State's website and a \$25 fee is required.

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